



INTERNAL POSTING ONLY

DATE POSTED: Friday, 4/1/2016
DEADLINE FOR APPLYING: Tuesday, 4/5/2016

FRANKLIN COUNTY CHILD SUPPORT ENFORCEMENT AGENCY
80 E. Fulton Street
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Secretary I (Bargaining Unit) **PCN:** 084402
DEPARTMENT: Establishment **P.R.:** T3
SUPERVISOR: Cynthia Thomas, Office Manager
WORK HOURS: 8:00 a.m. - 5:00 p.m.
LUNCH HOUR: As Assigned

PRIMARY RESPONSIBILITIES: Provide secretarial and clerical support to the department. Receive, organize, review, and process cases. Forward information to attorneys/hearing officers for signatures and type correspondence. Review administrative and court documents for accuracy. Answer and return telephone calls. Handle confidential and sensitive inquiries from internal and external clients. File, sort, organize, and distribute files accordingly. Research information concerning cases; examine client files to verify all current, legal, and required documentation is in file. Schedule hearings, and attend meetings and trainings. Update manuals and train office staff as specified.

QUALIFICATIONS: High school graduate or GED with one (1) year of clerical or secretarial experience; or any equivalent combination of training and experience.

STARTING SALARY: \$12.04/hour, plus a comprehensive benefits package.

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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